

# Conserve Paper in the City of Seattle!



Greg Nickels, Mayor  
City of Seattle

**Recycling is good,  
using less is better.**

**We use an amazing amount of  
paper. Please help us use less .**



73.9 million  
sheets = 24,634 ft =  
the amount of paper  
used by City  
employees in 2003

**Our citizens look to us to be an example of  
conservation. We can lead the way to creating  
a sustainable future.**

## How you can use less paper

- ◆ **Print and copy on both sides of the paper (duplex). \***
- ◆ **Send, request and circulate electronic copies instead of paper.**
- ◆ **Save space and paper by storing your documents electronically.**
- ◆ **Print only the pages you need.**
- ◆ **Use the “Tools/Track Changes” function to edit and share documents for review.**
- ◆ **Write out your meeting agenda on the board instead of passing out paper.**

**For each 1% (739,000 sheets) we reduce our paper use, the City can save: \$2,882, 62 trees, 7,000 lbs. of solid waste, and 64,600 gallons of water.**

**Thanks for helping  
keep the City efficient and the forests, air  
and water healthier.**



\* Citywide printing policy adopted April, 2002.

